

Department of Recreation
15 Crescent Road
City of Greenbelt, Maryland 20770
(301) 397-2208

POSITION: Food Service Manager

POSITION DESCRIPTION:

Under the supervision of full-time therapeutic recreation supervisor the food service manager will be in charge of managing and coordinating the Senior Nutrition Program at the Greenbelt Community Center. He/she is responsible ordering and accepting the meals, serving the meals, maintaining the kitchen doing the required documentation, and making daily monetary deposits. The food service manager is also responsible for assisting recreation staff with food preparation for special events. The food service manager will at all times represent the department in its finest manner while administering to and providing for the needs of the senior citizens.

- Food service manager will arrive to work on time each morning.
- Create a warm, pleasant, hospitable atmosphere for all site participants and guests.
- Display a supportive attitude toward participants, program and staff.
- Supervises kitchen volunteers.

ILLUSTRATIVE DUTIES:

- Food service manager will abide by departmental policies and procedures.
- Accepts delivery of food; assures that correct items and amounts are delivered, signs delivery ticket, reports errors to Nutrition Office immediately.
- Registers nutrition site participants.
- Keeps daily and weekly records on meals served and meals delivered.
- Collects, records and assures safekeeping of paperwork and forwards to nutrition office on a weekly basis.
- Clean the kitchen before leaving for the day.
- Collects and maintains contributions and deposits them on a daily basis.
- Conducts outreach to attract new participants.
- Attends required meetings, conferences and training seminars.
- Performs related duties as assigned.

QUALIFICATIONS:

- Prince George's County Certified Food Service Manager certification
- Ability to maintain effective working relations with Department employees, senior citizens and the general public
- Desire to work and follow instructions.
- Current First Aid/CPR certification preferred.

STARTING PAY: \$10.00/hr.

APPLICATION: Submit a city application to the Personnel Office, 25 Crescent Road, Greenbelt, Maryland 20770.